



Accountant

Department: Countywide

Class Code: 1413

EEO Code: 22

FLSA: E

Effective: 01/06/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in maintaining financial records, analyzing financial data and compiling financial reports for the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Compiles daily deposit totals from balancing sheets and verifies with bank deposit report; compiles reports on financial activities of department, to include payments, exonerations, reimbursements, and journal vouchers; assists in the preparation and analysis of departmental budgets; reviews and files Daily Cash Summary reports; compiles journal entries; reconciles various accounts; assists in the compilation and analysis of the County's Comprehensive Annual Financial Report; prepares various financial statements and reports as needed for internal management and external reporting purposes; assists in maintaining financial records, reporting and budgeting for State and Federal grants; compiles and examines a variety of accounting records, data and documents to verify accuracy of compilations; assists County departments with accounting issues; prepares reports as required; interprets legal documents as required; performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of accounting principles and procedures; of governmental financial operations and terminology; of microcomputers and financial spreadsheets; of payroll taxes and other laws related to payroll deductions. Working skill in compiling, analyzing and verifying financial accounts, records and reports; in communicating effectively both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in accounting, business or related field and one year of professional accounting experience; or an equivalent combination of training and experience

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
